

Date: _____

To: _____

Position: _____

Subject: First Written Warning â€“ Breach of Confidentiality Agreement

Dear _____, This letter serves as a formal first written warning in relation to the breach of the Confidentiality Agreement that you signed as part of your employment with _____ (Company Name). On _____, it was brought to our attention that you disclosed confidential company information without proper authorization, specifically:

(Brief description of the incident)

Maintaining confidentiality is a fundamental requirement of your position, and any breach of this obligation is viewed seriously by the company. This action is considered a violation of our Confidentiality Agreement and the company's policies.

We expect all employees to comply with our confidentiality and data protection obligations at all times. Any further breaches may result in more serious disciplinary action, up to and including termination of your employment.

You are expected to review and adhere to the company's Confidentiality Agreement and ensure that such incidents do not occur in the future. Should you have any questions or require clarification on company policies, please contact your supervisor or the HR department.

Please treat this matter with the seriousness it deserves.

Sincerely,

(Manager/Supervisor Name)

(Position)

(Company Name)

Acknowledgement of Receipt:

I acknowledge receipt of this written warning and understand its contents.

(Employee Signature & Date)